



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
NORTH ISLAND
BOX 357033
SAN DIEGO, CALIFORNIA 92135-7033

NASNIINST 5512.3Q

15

21 DEC 1995

NASNI INSTRUCTION 5512.3Q

Subj: PERMANENT AND TEMPORARY VEHICLE DECALS AND VISITORS' PASSES

Ref: (a) OPNAVINST 5560.10B (NOTAL)
(b) NASNIINST 5560.4P
(c) NASNIINST 5512.6Q
(d) SECNAVINST 1740.2D

1. Purpose. To publish procedures for issuance of passes and decals authorizing vehicles to operate on NASNI. This is a major revision and should be read in its entirety. Major markings have not been used.

2. Cancellation. NASNIINST 5512.3P

3. Policy. All nongovernment motor vehicles authorized to operate on NASNI shall be registered under this instruction and references (a) and (b).

4. Eligibility. Individuals holding valid identification cards proving their eligibility under one of the following categories, and having a valid state vehicle operator's license, current registration and insurance coverage conforming to California state law are eligible for NASNI vehicle decals or Visitor Passes.

a. Military personnel assigned duty at NASNI (including Temporary Additional Duty (TAD) exceeding six months) and their dependents (limited to four permanent decals). E6 and below under 26 years of age must have completed a Naval Alcohol Drug Substance Abuse Program (NADSAP) course.

b. Fleet personnel assigned to tenant activities or ships homeported at NASNI and their dependents.

c. Retired military, reserve and other service equivalent personnel in a pay status, and their dependents.

d. Disabled veterans entitled to station privileges and their dependents.

e. Widows and eligible dependents of deceased military personnel.

f. Civilian employees of NASNI and tenant commands (limited to two vehicles). (Note: Personnel in this category who are retired military or military dependents, will be issued decals commensurate with their military status.)

5. Vehicle Decals. Department of Defense (DOD) decals with color coded activity strips shall be issued as follows:

a. Blue. Active duty and retired commissioned and warrant officers, their dependents and widows and officer members of Ready Reserve units stationed at NASNI.

b. Red. Active duty and retired enlisted personnel, their dependents and widows and enlisted members of Ready Reserve units stationed at NASNI.

c. Green. DOD Civil Service employees and officially designated U.S. Navy technical representatives whose official duties create a need for their vehicles to be driven often at other activities (once a week or more). Certification by department head or equivalent official is required. Naval Aviation Depot (NAVAVNDEPOT) employees must have requests for green decals endorsed by the NAVAVNDEPOT Security Officer before decals can be issued.

NASNIINST 5512.3Q

21 DEC 1995

d. White (Replaces black). All other DOD Civil Service employees at NASNI and other individuals whose vehicles are authorized to be driven aboard station (valid at NASNI only).

6. Temporary Vehicle Passes

a. Temporary vehicle passes may be issued for periods up to one year to persons otherwise eligible for NASNI vehicle decals, but failing to meet requirements because of one or more of the following conditions:

(1) Vehicle rented or leased for more than seven days, but less than 90 days.

(2) Applicant has need to drive aboard for a period less than six months.

(3) Company representatives and vendors authorized access to station, for at least six months, per references (a) and (c).

b. Temporary vehicle passes for "HOBBY SHOP ONLY" may be issued for periods not to exceed 60 days. Applications must be made to Pass Administrator, Security Department, Building 605, via manager of the Auto Hobby Shop who will certify space and equipment are available. Any vehicle issued a "HOBBY SHOP ONLY" temporary pass must be driven or towed directly to the Auto Hobby Shop. If left at the Auto Hobby Shop after expiration of temporary pass, or if found at any other location on station, vehicle will be removed by a private towing company at owner's expense.

7. Visitor ("V") Passes. Security Department, Pass Office personnel will issue "V" Passes to persons who may not be eligible for station decals as outlined in this instruction, but who otherwise qualify to come aboard according to references (c) and (d). A "V" Pass provides authorization for licensed drivers to bring a vehicle aboard station for the least necessary period of time (NOT TO EXCEED TEN DAYS). NASNI Officer of the Day will be responsible for issuance of "V" Passes during the hours the Security Department Pass Office is not open. Passes will be issued as follows:

a. "V" Passes will be issued on a one-time basis to military personnel on orders to report to NASNI tenant commands, ships berthed at station facilities, visitors, guests, representatives, sales persons, agents, and to persons stationed or employed at NASNI.

b. "V" Passes will not be issued for routine entry to NASNI. Civilian and military personnel employed or stationed at NASNI shall obtain permanent decals.

c. Guests of occupants of family quarters may be escorted on station by a quarters occupant. Occupant's identification card affixed with a "Q" will suffice as proof of quarters status.

8. Quarters Decals. Quarters decals shall be issued by Security Department, Access Control, Building 605, to persons occupying family quarters aboard station.

9. Decal Requirements. At time of application for station decals, besides presentation of valid driver's license and I.D. Card, the following requirements must be met:

21 DEC 1995

a. Proof of current registration. If applicant is not the registered owner, notarized written authorization from the legal owner granting permission for applicant to operate vehicle must be provided.

b. Certification of vehicle insurance by presentation of insurance policy containing coverage and expiration date or insurance card containing expiration date.

c. Proof of California Smog Certificate. All military personnel registering out-of-state vehicles for a period of more than 60 days must show proof of a valid California smog certificate or waiver. If a vehicle does not pass the smog check inspection, and a minimum of \$450.00 is spent on repair or discrepancies, a one-time waiver will be granted by a designated official referee inspection station. The smog certificate or waiver must be maintained in the vehicle. Motorcycles are exempt from smog-testing requirements."

d. Active duty military personnel applying for permanent station decals or visitor passes for motorcycles must present evidence of completion of a motorcycle safety course.

10. Effective Periods. Decals issued to active duty military personnel will remain current until End of Active Obligated Service (EAOS), or a maximum of three years, whichever is sooner. Privately owned vehicles must be registered within 90 days of arrival at a new permanent duty station. Decals issued to retirees will be valid until expiration of identification cards/badges or four years, civilian employees three years. Decals for all other persons, including officer and enlisted members of Ready Reserve units stationed at NASNI will be effective until expiration of their identification cards/badges, or three years, whichever is sooner. In all cases, expiration will be effective as of midnight on last day of month shown on date sticker.

11. Surrender. All decals are property of U.S. Government and are for official use only. On specified expiration date, or earlier termination of authorization, they must be surrendered to the Security Officer. Despite any previously stated expiration date, authorization automatically expires on applicant's discharge or release from active duty in military service, or 90 days after reporting to a new duty station or area. Termination of employment, retirement, sale of vehicle, transfer of title or other disposal of vehicle will also result in immediate expiration of decals. (NOTE: Periodically, vehicles are found to have been sold, or ownership has been transferred without decals having been removed. In such cases, persons to whom the decals were issued will be held responsible.)

12. Responsibility and Accountability. Security Officer is responsible for:

a. Procurement, issuance and maintenance of records of passes and decals.

b. Ensuring recipients of passes or decals are informed of conditions of eligibility.

13. Other Authorized Vehicle Decals and Passes. Private vehicles with valid temporary and permanent decals issued to military personnel by other military activities are authorized to be driven aboard NASNI.

14. Standard Placement of Decals. Per reference (a) and California Vehicle Code, decals shall be affixed to vehicles only in following manner by Security

NASNIINST 5512.3Q

21 DEC 1995

personnel only. Decals will not be issued in inclement weather; however, visitor passes valid up to 10 days will be issued if decal is expired.

a. Automobiles

(1) Permanent: Decal will be attached to lower left outside corner (driver's side) of windshield.

(2) Temporary: Taped to inside lower left corner (driver's side) of windshield.

b. Motorcycles: Decal shall be attached to left front fork of motorcycle.

c. Other Attachments. On motorcycles where left front fork is designed so a decal cannot be affixed, decal may be placed on front fender or fairing.

15. Decals and passes are property of the U.S. Government. Fraudulent use or unlawful possession makes offender subject to penalty or may result in revocation of station driving privileges.


D. F. STEUER

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NASNIINST 5215.2V
Lists A, C, D (Case I)

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